

ASSISTANT PROSECUTOR – CODE ENFORCEMENT
JOB DESCRIPTION

General Statement of Duties

This full-time position is a fiduciary at-will appointment of the Law Director. The person holding this position serves as legal counsel dedicated to the Building and Code Enforcement Departments on matters more fully described in a uniquely comprehensive, coordinated, and blended criminal and civil enforcement position.

Requirements

Must hold and maintain in good standing a license to practice law in the State of Ohio; must have the ability to prioritize work load and function independently at times with little or no supervision and to act as a liaison between the Law and Building and Code Enforcement Departments; must have a valid Ohio driver's license, auto insurance, and the physical ability to inspect dilapidated properties.

Assets

The following experience is desired but not mandatory: have a general familiarity with criminal prosecution or defense and/or administrative regulatory enforcement; have a general familiarity with building and construction methods, practices and materials; have a general familiarity with the various building and construction codes referred to or adopted by the City of Canton; be familiar with other related City departments and their functions.

Areas of Responsibility

Develop the factual and legal basis to enforce the City of Canton building and housing codes and related provisions of the Ohio Revised Code through civil or administrative action; assist, where required, with the preparation and prosecution of criminal matters relating to the building or housing codes; advise, and where necessary, represent the various City boards and bodies relating to building and housing code issues, including but not limited to the Canton Construction Board and the Board of Building Appeals; handle all legal aspects of demolition cases, including but not limited to administrative, civil, or injunctive proceedings; assist in reviewing, amending, or drafting, where necessary, provisions of the City of Canton codified ordinances or any adopted or referenced codes applicable to building and housing code issues; represent the City of Canton or the Chief Building Official before the Ohio Board of Building Standards; represent the City of Canton on building and housing code issues or related litigation or assist the Law Director with same; other legal tasks as assigned by the Chief Building Official in conjunction with the Law Department.

Other Tasks and Responsibilities

Attend City Council meetings as needed; attend and advise city boards related to building or housing code enforcement; attend coordinated task force meetings with police involving nuisance properties.

Salary

Under the Personnel Ordinance of the City of Canton, the salary range begins at \$42,632 with related fringe benefits. Salary will be commensurate with experience.